

fil ename:*closeout.ctr*  
James K. Paul  
Chief Executive Officer  
Resources Data International  
8630 Fenton Street  
Washington, D.C 20250

SUBJECT: Closeout Contract Number 53-31ME-8-0000

Dear Mr. Paul:

In accordance with the Federal Acquisition Regulation (FAR) Part 4.8, this letter provides for the administrative closeout of the contract listed above. USDA, Rural Development, Procurement Management Division, awarded and administered the contract. The information on the close-out of the contract is as follows:

1. The last modification issued was 0007.
2. There were no task/delivery orders issued.
3. Total amount paid was \$458,350.
4. Final Invoice No. was #8729, dated October 2, 1998 for payment.
5. There is \$350.89 in excess funds remaining on the contract. If there are no further claims against the contract the excess funds will be deobligated from the contract.
6. All contract administration issues are completed and closed.

Please sign and date the release of claim statement, then fax the statement at (202) 692-0235 within ten calendar days of receipt of this letter.

\*\*\*\*\***RELEASE OF CLAIM STATEMENT**\*\*\*\*\*

*All payments for the subject contract, including any modifications or task/delivery orders, have been made. All contract administration issues have been completed and closed. The Contractor hereby releases the Government from any and all liability under the contract, including all modifications and task orders or delivery orders.*

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*Printed Name/Title*

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*Signature*

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*Date*

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If you have any questions regarding the closeout of the contract, call Contract Specialist at (202) 692-0000.

Thank you, in advance for your cooperation in this final administration matter of the contract. Your firm's participation in USDA, Rural Development's contracting requirements is appreciated, and it is hoped that your firm will participate in future requirements.

Sincerely,

Contracting Officer

***\*\*Note to Office preparing Contract Closeout.*** Items listed in FAR 4.804 should be listed in the closeout letter, if applicable to the requirement of the contract being closeout.

## CONTRACT COMPLETION STATEMENT

See FAR 4.804 for information that must be listed in the contract completion statement